

The City of Minneapolis, through its Green Business Cost Sharing Program, is offering cost shares, up to \$10,000 each, to help fund energy efficiency practices at Minneapolis businesses.

Proposals are due Friday, May 20th, 2016, by 4:00 p.m.

Eligible applicants:

- Any business in the City of Minneapolis that pays a Pollution Control Annual Registration.
- Building must be 50,000 sq ft. and above of commercial space
- The project must be approved for an Xcel or Centerpoint rebate program

Agreement with cost share winners:

Owners must be able to provide 80% matching funds for project.

Example: \$50,000 Project = \$10,000 20% Green Business Cost Share + \$40,000 matching funding from business (which can include rebate money).

A contract (**Attachment A**) will address the conditions of the cost share award including implementation of the project, reporting on progress and activities, and a final report. The contract is a legal, binding document and will need signatures of the cost share fund manager, the program manager, and the cost share applicant. Cost share recipients are expected to keep accurate financial records of the project.

Important: You are not required to fill out the contract unless awarded a cost share award.

Cost share payments:

Once the switch to an approved alternative product or technology is completed, and the City of Minneapolis has received and approved the final report and final invoice, payment of the cost share will be made.

For reasonable accommodations or alternative formats, please contact the Minneapolis Health Department at (612) 673-2301 or health@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at (612) 673-3000. TTY users call (612) 673-2626.

Para asistencia (612) 673-2700 - Rau kev pab (612) 673-2800 - Hadii aad Caawimaad u baahantahav (612) 673-3500.

Tentative 2016 program timeline:

- January Cost Share applications available on-line at
- <http://www.minneapolismn.gov/greenbusiness>
- April 20th 2-3 p.m. Information meeting (optional) at
*Public Service Center
250 4th Street South - Room 414
Minneapolis, MN 55415*
- April 22 4 p.m. Cost Share application due
- May 20th Cost Share winners announced
- June 17th Agreements completed
- November 1 Project to be completed
- December 1 Final day for documents submitted for reimbursement

Informational meeting (optional):

An optional program information meeting for all applicants will be held

Wednesday, April 20th, from 2:00-3:00 p.m.

Public Service Center, 250 4th Street South, Room 414

Attendance is encouraged for anyone who has questions about the application content or process.

To Apply:

- Send the completed application form and required attachments.
- **Deadline 4 p.m. Friday, May 20th, 2016.** Late applications may not be considered.
- Mail or deliver to:

City of Minneapolis, Environmental Services
Green Business Cost Share program
250 South 4th Street - Room 414
Minneapolis MN 55415

- Applications will be reviewed by the Green Business Cost Share selection panel consisting of experts in the energy field

Energy Efficiency Green Cost share Application

Complete all sections on this application.

Name of business: _____

Contact person: _____

Address: _____

Phone: _____ Email: _____

Requested Funds: \$_____ (Not to exceed \$10,000)

Your Business Matching Funds: \$_____ (Must be at least 80% project, including rebates, cost-attach estimate)

Total Project Cost: \$_____

Summary of Request (What is the scope of the project? How you are planning to spend the cost share funds):

What business process will be changed if you are awarded a cost share? Attach documentation if necessary.

For assistance on answers to technical aspects of the cost share such as quantifying reductions contact: Center for Energy and Environment (CEE) at (612) 335-5858 or visit <http://www.mncee.org/Contact-Us/>

What is the energy savings from this project. (I could use CEE help on this aspect)

_____ Energy reduced or eliminated annually (include units)

Describe verification documentation (attach to application) you will provide to demonstrate the reductions mentioned above? Please include Xcel or Centerpoint rebate verification here. (specific names of the forms?)

How do you believe this cost share would help your business and employees?

How do you believe this cost share would help your customers?

How will this cost share help your neighbors and surrounding community?

Final Required Application Item: Review your project with CEE:

Schedule a meeting with Center for Energy and Environment (CEE) to review your project.

Contact CEE at (612) 335-5858 or visit <http://www.mncee.org/Contact-Us/>

CEE Representative (print): _____

CEE Rep Signature: _____

Meeting date: _____



Energy Efficiency Cost Share Application Checklist

What to submit by April 22nd, 2016:

- ☐ This Cost Share application. Applications can be emailed to envservicesinfo@minneapolismn.gov or faxed to (612) 673-2635.
- ☐ Supporting documentation of rebate verification
- ☐ Demonstrate that the cost share applicant is the owner of record of the property or business where funds will be used to finance the switch to an approved product or technology. Copy of property tax record, business license etc.
- ☐ Include in the application a contractor bid for work or a materials list. Work performed at the property shall be as stated in the bid, and materials purchased shall be as stated in the list.

Checklist of Requirements:

- ☐ An approved alternative product or technology must be installed, and in use at the place of business by the end of the project.
- ☐ No more than \$10,000 may be requested by the eligible business. (No minimum request)
- ☐ Business will provide at least 80% of the funds for the project.
- ☐ Cost share funds can only be used to compensate for materials and labor specified on the cost share bid.
- ☐ Ineligible costs include labor costs of employees.
- ☐ Any contractor(s) who performs work at the property must meet City of Minneapolis licensing, building permit, and building code requirements.
- ☐ All work must meet City of Minneapolis zoning code, building, fire, and all other regional, state or national code requirements.

If you are awarded a cost share the following must be completed:

- ☐ All improvements must be completed by November 1, 2016. Reimbursement request documents must be provided to the program administrator by December 1, 2016. The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).

(Continued)

- ☐ Cost share funds will be disbursed to the contractor(s), vendors, and/or cost share applicant by the City cost share fund manager. The cost share applicant must submit the following items to the program manager upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor/vendor:
 - ___ Before and after photographs from the same vantage point highlighting the improvement.
 - ___ Proof of final inspection by the City of Minneapolis for any work requiring a City permit.
 - ___ Final invoice from the contractor or vendor showing the total project cost.
 - ___ Proof of payment paid to contractor/vendor. You should be totally satisfied with the work or product performance before paying.
 - ___ A lien waiver, which is a statement issued by the contractor/vendor, that advises the client that they, the contractor/vendor, have been paid in full for the total project cost; are satisfied with the compensation for the work they performed or the products provided; and waive their right to place any liens on the property for work completed/products provided. We may not need this on this cost share.
- ☐ Contribute the required matching funds to the City of Minneapolis cost share (at least 80% matching from business).
- ☐ Signed communications waiver.

Resources to save energy and money

Below is a list of resources and tools to help you save money in your business through reduced energy or other resource usage.

- CenterPoint Energy (natural gas provider)
www.centerpointenergy.com/home
- Minnesota Pollution Control Agency Small Business Environmental Assistance Program
<https://www.pca.state.mn.us/quick-links/reducing-voc-emissions-your-business>
- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs
www.compactoffer.com/xcelenergyproducts.cfm
- One Stop Lighting rebate
<http://mncee.org/Find-Programs-Financing/One-Stop-Efficiency-Shop-Lighting-Retrofits/>
- RETAP- Mike Vennewitz, Minnesota Retiree Environmental Technical Assistance Program Coordinator
mvennewitz@yahoo.com 612-781-1307
- Minnesota Technical Assistance Program (MNTAP), University of Minnesota- industry specific process and energy efficiency for business and industry
<http://www.mntap.umn.edu/> (612) 624-1300